

COMPLIANCE CHECKLIST**► Medical/Surgical Nursing Unit**

The following Checklist is for plan review of hospital facilities, and is derived from the AIA/HHS Guidelines for Design and Construction of Hospital and Health Care Facilities, 2001 Edition (specific sections indicated below), appropriately modified to respond to DPH requirements for projects in Massachusetts which include Hospital Licensure Regulations 105 CMR 130.000 and Department Policies. Applicants must verify compliance of the plans submitted to the Department with all the requirements of the AIA/HHS Guidelines, Licensure Regulations and Department Policies when filling out this Checklist. The completed DPH Affidavit Form must be included in the plan review submission for Self-Certification or Abbreviated Review Part II. A separate Checklist must be completed for each nursing unit.

Other jurisdictions, regulations and codes may have additional requirements which are not included in this checklist, such as:

- NFPA 101 Life Safety Code and applicable related standards contained in the appendices of the Code.
- 708 CMR, the State Building Code.
- Joint Commission on the Accreditation of Health Care Organizations.
- CDC Guidelines for Preventing the Transmission of Mycobacterium Tuberculosis in Health Care Facilities.
- Accessibility Guidelines of the Americans with Disabilities Act (ADA).
- Architectural Access Board.
- Local Authorities having jurisdiction.

Instructions:

1. The Checklist must be filled out completely with each application.
2. Each requirement line (____) of this Checklist must be filled in with one of the following codes, unless otherwise directed. If an entire Checklist section is affected by a renovation project, "E" for existing conditions may be indicated on the requirement line (____) next to the section title (e.g. E PATIENT ROOMS). If more than one space serves a given required function (e.g. patient room or exam room), two codes separated by a slash may be used (e.g. "E/X"). Clarification should be provided in that regard in the Project Narrative.

X = Requirement is met.

☒ = Check this box under selected checklist section titles or individual requirements for services that are not included in the project.

E = Functional space or area is existing and not affected by the construction project; this category does not apply if the existing space or area will serve a new or relocated service or if the facility is currently not licensed & applying for licensure.

W = Waiver requested for Guidelines, Regulation or Policy requirement that is not met (for each waiver request, complete separate waiver form & list the requirement ref. # on the affidavit).

3. Mechanical, plumbing and electrical requirements* are only partially mentioned in this checklist.
*Requirement references as included in Sections 7.31 & 7.32 must be used for related waiver requests.
4. Oxygen, vacuum & medical air outlets are identified respectively by the abbreviations "OX", "VAC" & "MA".
5. Items in *italic*, if included, refer to selected recommendations of the Appendix of the Guidelines, adopted by policy.
6. Requirements referred to as "Policies" are DPH interpretations of the AIA Guidelines or of the Regulations.

Facility Name:

Dates:

.....

Initial Date:

Facility Address:

Revision Date:

.....

Satellite Name: (if applicable)

DoN Identification: (if applicable)

.....

Satellite Address: (if applicable)

Bed Complement:

Current Number of Beds =

Proposed Number of Beds =

Project Reference:

Building/Floor Location:

.....

.....

.....

.....

ARCHITECTURAL REQUIREMENTS**MECHANICAL/PLUMBING/
ELECTRICAL REQUIREMENTS**7.2.A PATIENT ROOMS

- Extensive Construction
▸ New/Relocated Service

▸ Limited Renovations

7.2.A1 2 patients max. capacity per room

2 patients max. capacity per room
(if existing 2-patient rms)
4 patients max. capacity per room
(if existing 4-patient rms)

Handwashing station
located outside patient cubicles

7.2.A2 Min. clear functional area
120 sf single-bed
☐ check if no single- bed room in project
3'-0" clear bed sides
3'-0" clear at foot of bed
100 sf/bed multibed
☐ check if no multibed room in project
3'-0" clear bed sides
4'-0" clear at foot of bed

Min. clear functional area
100 sf single-bed
☐ check if no single- bed room in project

1 OX & 1 VAC for each bed
Vent. min. 6 air ch./hr
Lighting:
reading light for each bed
switch usable by patient
general lighting
night light

Power:
duplex receptacle on each side of each bed
additional duplex receptacle for each motorized bed
1 duplex receptacle on emergency power

Nurses call system:
nurses call device for each bed
one 2-way voice communication station per room
light signal in the corridor at room door

7.2.A3 Window in each patient room

7.2.A6 Closet/wardrobe for each patient

7.2.A7 Privacy cubicle curtains

7.2.A5 Toilet room

accessible without entering the general corridor
serves no more than 2 rooms & 4 beds

Handwashing station
Vent. min. 10 air ch./hr (exhaust)
Bedpan flushing device
Emerg. pull-cord call station

7.2.B SERVICE AREAS

7.2.B1 Administrative center or nurse station
located for observation of traffic into nursing unit

Handwashing station
Nurses call enumerator panel

7.2.B2 Dictation area

7.2.B3 Nurse's office

Duty station visible call signal

7.2.B5 Charting facilities
access to information/communication systems

7.2.B6 Staff toilet room(s)

Handwashing station
Vent. min. 10 air ch./hr (exhaust)

7.2.B7 Staff lounge
min. 100 sf

7.2.B8 Secure storage for staff personal items

7.2.B9 Multipurpose room
located in nursing unit **or** shared with other departments

7.2.B20 Patient/public toilet room conveniently accessible from multipurpose room

Handwashing station
Vent. min. 10 air ch./hr (exhaust)
Emerg. pull-cord call station

ARCHITECTURAL REQUIREMENTS**MECHANICAL/PLUMBING/
ELECTRICAL REQUIREMENTS**

- 7.2.B10 ☐ Exam/treatment rm:
 ☐ min. 120 sf **or** ☐ located on same floor as
 ☐ storage ☐ nursing unit
 ☐ writing surface **or**
 ☐ provides for privacy ☐ each patient room is
 ☐ when door is open ☐ single-bed room
- 7.2.B11 ☐ Clean workroom: **or** ☐ Clean supply room (for
 ☐ counter holding of clean & sterile
 ☐ handwashing station materials from central
 ☐ storage facilities supplies area):
 ☐ storage facilities
- 7.2.B12 ☐ Soiled workroom:
 ☐ work counter
 ☐ space for holding soiled linen & solid waste
- 7.2.B13 ☐ Medication station:
 ☐ visual control from nurses station
 ☐ Medicine prep. room: **or** ☐ Self-contained medicine
 ☐ work counter unit:
 ☐ handwashing station ☐ security for
 ☐ refrigerator controlled drugs
 ☐ locked storage ☐ adequate lighting
 ☐ handwashing station
 ☐ conveniently
 ☐ accessible
- 7.2.B14 ☐ Clean linen storage
- 7.2.B15 ☐ Nourishment area:
 ☐ work counter
 ☐ storage cabinets
 ☐ refrigerator
 ☐ equipment for hot nourishment
 ☐ space for holding dietary trays
- 7.2.B16 ☐ Ice machine
- 7.2.B17 ☐ Equipment storage room
 ☐ New/Extensive Construction ☐ Limited Renovations
 ☐ min. 10 sf/bed ☐ room size unchanged
 ☐ or increased
- 7.2.B18 ☐ Stretcher/wheelchair storage
 ☐ out of the path of normal traffic
- 7.2.B21 ☐ Emergency equipment storage
- 7.2.B22 ☐ Housekeeping room on the nursing floor
 ☐ (may be outside the nursing unit)
- 7.2.B19 ☐ PATIENT BATHING FACILITIES
 ☐ Showers & bathtubs:
 ☐ 1:12 bed ratio
 ☐ Bathing facilities for patients on stretchers (may be on
 ☐ another floor):
 ☐ 1:100 bed ratio
- 7.2.B20 ☐ Patient toilet room within or directly accessible from
 ☐ each central bathing facility

ARCHITECTURAL REQUIREMENTS

- 7.2.C ☐ AIRBORNE INFECTION ISOLATION ROOM(S)
(also complete 7.2.A "PATIENT ROOMS")
- 7.2.C1 ☐ At least one per nursing unit
☐ Single bed room
☐ Extensive Construction ☐ Limited Renovations
☐ New/Relocated Service
☐ Min. 120 sf (excluding work area) ☐ Min. 100 sf (excluding work area)
☐ 3'-0" clear bed sides
☐ 3'-0" clear at foot of bed
- 7.2.C2 ☐ Entry through work area:
☐ alcove directly **or** ☐ alcove directly
inside the room outside the room
☐ handwashing station ☐ handwashing station
☐ clean storage ☐ clean storage
☐ soiled holding ☐ soiled holding
- 7.2.C3 ☐ Perimeter walls, ceiling & floors sealed tightly
- 7.2.C4 ☐ Door self-closing
- 7.2.C5 ☐ Bathroom with direct access from isolation room
(not through work area)
☐ toilet
☐ shower or tub
- 7.2.D ☐ PROTECTIVE ENVIRONMENT ROOM(S)
☐ check if service not included in project
(also complete 7.2.A "PATIENT ROOMS")
☐ Single bed room
☐ Extensive Construction ☐ Limited Renovations
☐ New/Relocated Service
☐ Min. 120 sf (excluding work area) ☐ Min. 100 sf (excluding work area)
☐ 3'-0" clear bed sides
☐ 3'-0" clear at foot of bed
☐ Smooth washable floor surface
☐ Monolithic ceiling
- 7.2.C2 ☐ Entry through work area:
☐ alcove directly **or** ☐ alcove directly
inside the room outside the room
☐ handwashing station ☐ handwashing station
☐ clean storage ☐ clean storage
☐ soiled holding ☐ soiled holding
- 7.2.D3 ☐ Perimeter walls, ceiling & floors sealed tightly
- 7.2.D4 ☐ Door self-closing
- 7.2.D5 ☐ Bathroom with direct access from room
(not through work area)
☐ toilet
☐ shower or tub
- 7.2.E ☐ SECLUSION ROOM(S)
☐ is provided in one **or** ☐ is provided in a
of the med/surg units psychiatric unit
☐ single bed room ☐ single bed room
☐ adjacent to nurses station

**MECHANICAL/PLUMBING/
ELECTRICAL REQUIREMENTS**

- ☐ Handwashing station
- Mech. ventilation (Table 7.2):
- Isolation room
☐ vent. positive to toilet
☐ vent. negative to work area
☐ min. 12 air ch./hr
☐ all air exhausted directly to outdoors
☐ visual monitoring of room pressure & airflow direction
- Isolation work area
(open or enclosed)
☐ vent. negative to corridor
☐ vent. positive to isol. room
☐ min. 10 air ch./hr
☐ all air exhausted directly to outdoors
- ☐ Handwashing station
- ☐ Vent. min. 10 air ch./hr (exhaust)
- ☐ Bedpan flushing device
- ☐ Emerg. pull-cord call station
- ☐ Handwashing station
- Mech. ventilation (Table 7.2)
- Protective environment room
☐ min. 12 air ch./hr
☐ HEPA filter on air supply
☐ vent. positive to corridor/anteroom
☐ vent. positive to toilet
☐ visual monitoring of room pressure & airflow direction
- Isolation work area
(open or enclosed)
☐ vent. positive to corridor
☐ vent. negative to protective environment room
☐ min. 10 air ch./hr
☐ all air exhausted directly to outdoors
- ☐ Handwashing station
- ☐ Vent. min. 10 air ch./hr (exhaust)
- ☐ Bedpan flushing device
- ☐ Emerg. pull-cord call station

GENERAL STANDARDSDetails and Finishes

- Inpatient corridors
 > New/Extensive Construction | > Limited Renovations
 ___ min. corridor width 8'-0" (NFPA 101) | ___ corridor width unchanged or increased
- Staff corridors
 ___ min. corridor width 5'-0" (7.28.A2)
- ___ Fixed & portable equipment recessed does not reduce required corridor width (7.28.A3)
- ___ Work alcoves include standing space that does not interfere with corridor width
 ☐ check if function not included in project
- Doors (7.28.A4-A8):
 ___ doors to patient bedrooms min. 3'-8"w x 7'-0"h
 ___ doors to other rooms used for stretchers or wheelchairs min. 2'-10" wide
 ___ all doors are swing-type
 ___ outswinging/double-acting doors for toilet rooms
 ___ outsw./double-acting doors for bathing or privacy curtains off separate bathing suite
 ___ doors to occupiable rms do not swing into corridors
- ___ Operable windows (7.28.A9-A10):
 ☐ check if all windows are fixed
 ___ window operation prohibits escape or suicide
 ___ insect screens
- ___ Glazing (7.28.A11):
 ___ safety glazing or no glazing under 60" AFF & within 12" of door jamb
 ___ safety glazing (or curtains) in shower & bath enclosures
- ___ Linen & refuse chutes min. int. dim. 2'-0" (7.28.A12)
 ☐ check if service not included in project
- ___ Thresholds & exp. joints flush with floor surface
- ___ Grab bars in all patient toilets & bathing facilities
 ___ 1½" wall clearance
 ___ 250 lb. capacity (7.28.A14)
- ___ Handwashing sinks anchored to withstand 250 lbs.
- Vertical clearances (7.28.A20):
 ___ ceiling height min. 7'-10", except:
 ___ 7'-8" in corridors, toilet rooms, storage rooms
 ___ sufficient for ceiling mounted equipment
 min. clearance under suspended pipes/tracks:
 ___ 7'-0" AFF in bed/stretcher traffic areas
 ___ 6'-8" AFF in other areas
- ___ Noise reduction at patient rooms as per Table 7.1
- Floors (7.28.B4):
 ___ floors easily cleanable & wear-resistant
 ___ non-slip floors in wet areas
 ___ wet cleaned flooring resists detergents
- Walls (7.28.B6):
 ___ wall finishes are washable
 ___ smooth/water-resist. finishes at plumbing fixtures

Mechanical (7.31.D)

- ___ Mech. ventilation provided per Table 7.2
- ___ Exhaust fans located at discharge end
- ___ Fresh air intakes located at least 25 ft from exhaust outlet or other source of noxious fumes
- ___ Contaminated exhaust outlets located above roof
- ___ Ventilation openings at least 3" above floor
- ___ Central HVAC system filters provided per Table 7.3

Plumbing (7.31.E)

- Handwashing station equipment
 ___ handwashing sink
 ___ hot & cold water
 ___ single lever or wrist blades faucet
 ___ soap dispenser
 ___ hand drying facilities
- Sink controls (7.31.E1):
 ___ wrist controls or other hands-free controls at all handwashing sinks
 ___ blade handles max. 4½" long
 ___ blade handles at clinical sinks min 6" long
- ___ Non-slip walking surface at tubs & showers
- ___ Medical gas outlets provided per 7.31.E5 & Table 7.5

Electrical (7.32)

- ___ All occupied building areas shall have artificial lighting (7.32.D2)
- ___ Duplex, grounded receptacles max. 50 feet in corridors, max. 25 feet from end wall (7.32.E3)
- ___ Emergency power (7.32.H)
 ___ emergency power provided to all essential services complies with NFPA 99, NFPA 101 & NFPA 110
 ___ emergency power source provided with fuel capacity for continuous 24-hour operation